



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

March 29, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**OFFICE OF AFFIRMATIVE ACTION COMPLIANCE MANAGEMENT PROMOTION
EXCEEDING 10 PERCENT INCREASE**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Office of Affirmative Action Compliance's (OAAC) attached request for the promotion of Ms. Comelita Brown to the position of Senior Deputy Affirmative Action Compliance Officer at an annual salary of \$81,880 which places her within the second quartile of Salary Range 9. Board approval is required as the recommended salary increase exceeds 10%. The requested salary reflects a 19.4% increase from Ms. Brown's current annual base salary of \$68,565.

Ms. Brown is highly qualified with the possession of a Juris Doctorate degree and over 17 years of State and County experience, which includes investigative experience while working with the Department of Fair Employment and Housing (DFEH). For the past two months Ms. Brown has been performing as the Acting Senior Deputy Affirmative Action Compliance Officer for the Employment Discriminations Investigations Section (EDI). She has been responsible for managing and supervising the investigation of employment discrimination complaints filed against County departments; evaluating and approving investigative reports, findings, and recommendations to the Director, Chief Deputy, and Board offices; developing and evaluating investigation of staff's proficiency in investigation employment discrimination complaints; assisting in the development and implementation of EDI's budget; developing and maintaining an effective complaint tracking system; and providing technical assistance on Title VII, Fair Employment Opportunity provisions to County departments and Board offices.

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The requested increase creates a 1.5% salary differential between the Senior Deputy Affirmative Action Compliance Officer and the highest paid subordinate staff. This 19.4% increase will not only resolve some of the salary compression issues within the Department, but allow OAAC to remain competitive to retain Ms. Brown.

Ms. Brown will be promoted to a vacant budget position critical to the mission and organizational goals of the Department. The promotion and salary increase are in line with Strategic Plan Goals of *Workforce Excellence Goal 2, Organizational Effectiveness Goal 3, and Fiscal Responsibility Goal 4*

Based on this information, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by April 12, 2005, we will authorize OAAC to proceed with this appointment.

Please contact Quinn McCauley of my staff at (213) 893-2534, if you require additional information.

DEJ:DL
ADC:QM:lbm

Attachment

c: Executive Officer of the Board of Supervisors
Director of Office of Affirmative Action Compliance
Director of Personnel

OAAC Management Promotion-Cornelita Brown.bm



**COUNTY OF LOS ANGELES
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE**

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 780
Los Angeles, California 90012
(213) 974-1080 / FAX (213) 626-7034
TTY (213) 974-0911
Website: <http://oaac.co.la.ca.us>

MEMBERS OF THE BOARD

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

DENNIS A. TAFOYA
Director

February 17, 2005

To: David E. Janssen
Chief Administrative Officer

From: Dennis A. Tafoya
Director

Subject: **MANAGEMENT APPOINTMENT**

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2005 FEB 17 AM 11:28
CHIEF ADMINISTRATIVE
OFFICE

In accordance with the Board's policy on management appointments, I am requesting authorization to appoint Comelita Brown, Deputy Affirmative Action Compliance Officer (DAACO), Salary Schedule 94E, \$5,713.73 monthly and/or \$68,564.76 annually, to Senior Deputy Affirmative Action Compliance Officer, Management Appraisal and Performance Plan (MAPP) Salary Range 9, \$6,823.36 monthly and/or \$81,880.32 annually, effective February 1, 2005. The change in salary reflects a 19.4% increase from her current salary and places her within the second quartile of Salary Range 9.

In determining the salary placement, the following relevant factors were considered:

- Comparison of current salaries between nine subordinate staff, one of whom earns \$6,723.55 monthly and/or \$80,682.60 annually, or 17.7% (\$1,009.82) more than Ms. Brown's current salary;
- Comparison of salary equity between six other managers who hold similar levels of responsibility in the Department;
- Disparity of salaries due to salary compression (see OAAC Salary Inequities on page 2);
- Consideration of over 17 years of state and County experience which includes extensive investigative experience while working with the Department of Fair Employment and Housing (DFEH);
- Possession of a Juris Doctorate degree;
- Consideration of the scope and difficulty of the responsibilities for managing the Employment Discrimination Investigations (EDI) Section of the Department; and

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- Performance as Acting Senior Deputy for the last two months and over two years experience performing equity investigations in the Sheriff's Internal Affairs Bureau's Equity Investigations Unit.

The EDI Section is responsible for handling over 550 employment discrimination complaint investigations Countywide and generating approximately 18% (\$1,036,000) of the Department's budgeted revenue. In addition, the Section generates approximately \$3,700,000 annually in County savings through no-fault settlement agreements. The requested 19.4% salary increase will create a 1.5% salary differential between Ms. Brown and her highest paid subordinate staff, and place Ms. Brown at a level commensurate with her new responsibilities as a manager and the experience and knowledge she possesses.

OAAC Salary Inequities

My Department has serious salary inequities because of MAPP salary compression and salary disparity. MAPP salaries have stagnated over the past five years which has created a marginal salary differential between MAPP participants and those on regular scheduled step advances. In addition, OAAC classification compensation has not been reviewed or adjusted since the items were ordinated in 1978. OAAC mission classes: Director, Chief Deputy, Senior Deputy Compliance Officer, and Deputy Compliance Officer salaries are not currently being compensated commensurate with increased responsibilities over the years.

Salary compression has been created in my Department as a result of managers' MAPP salary stagnation contrasted with regularly scheduled step advances received by non-MAPP subordinates. As a result, my non-supervisory Deputy Compliance Officers are compensated at almost the same salary level as my supervisory Senior Deputy Compliance Officer staff. Approval to place Ms. Brown at the requested salary will correct the Senior Deputy Compliance Officer salary compression and create a 1.5% salary differential between Ms. Brown's Senior Deputy Compliance Officer position and her highest paid subordinate staff.

I strongly recommend that Ms. Brown be placed at the MAPP salary requested above and request your favorable review. If you have any questions, please do not hesitate to contact me at (213) 974-1080, or your staff may contact Lorraine Navarro, Senior Deputy of my staff, at (213) 974-1025.

DAT:MVC:LPN:EBC:ebc
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c: Quinn McCauley, Budget Analyst